BE SAFE CHICAGO

Be Safe.
Commercial Buildings

Effective January 23, 2021

Be Safe. Commercial Buildings
What's in this guide?

Gradually Resume (Phase IV)

Cautiously reopening Chicago requires:

Healthy interactions

Social distancing

Limitations on physical distance to other individuals

Gathering size

Limitations on gatherings of individuals

Protective gear

Use of protective gear by individuals

Hygiene requirements

Ensuring hygienic interactions (e.g., hand washing)

Safe spaces and conditions

Entry access

Entry/exit condition for access to space

Cleaning standards

Actions taken to disinfect space

Visual guidance

Hygiene resources and guidance posted in space

Workplace conditions

Evaluation of foot traffic, ventilation, etc.

Operational resilience and monitoring

Flexible models

Flexibility with sick leave, remote work (when possible)

Operational resiliency

Support for operational flexibility (e.g., multiple shifts)

Travel guidelines

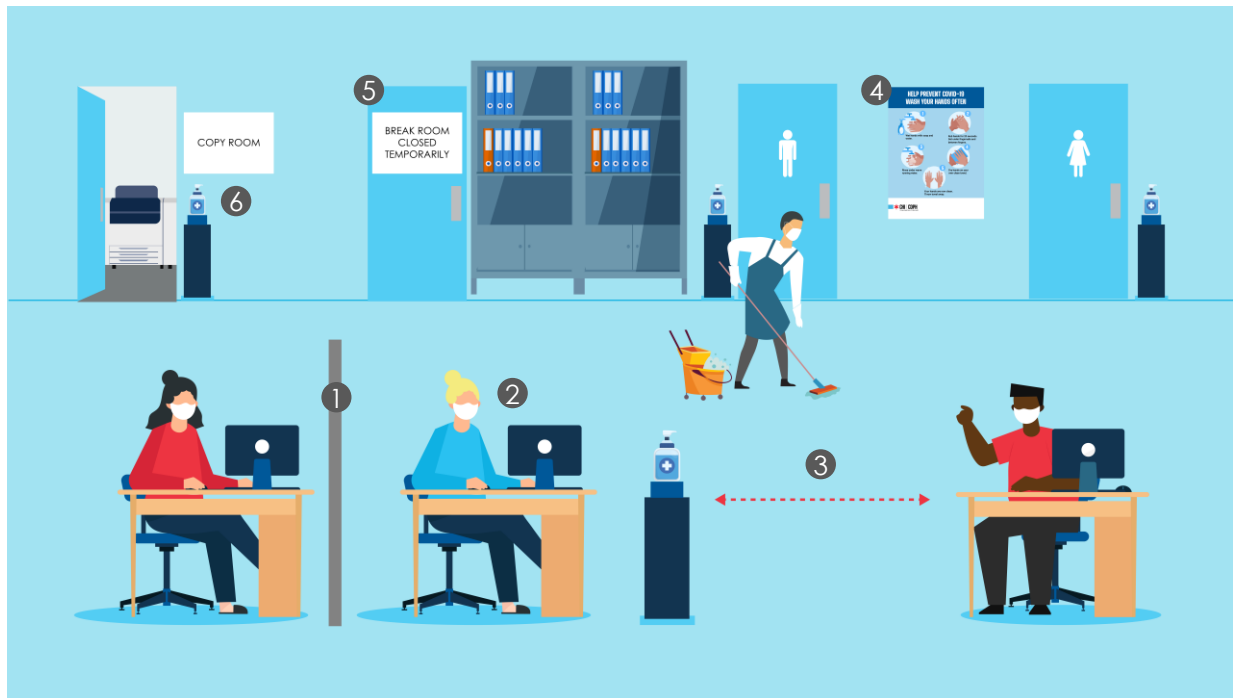Restriction of movement of people between locations

Testing / tracking

Facilitation of testing and tracking

- Recommended guidance -

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What may be different?

1. Workspaces separated by **impermeable barriers** to enhance safety, where possible

2. Individuals required to wear a **face covering** at all times in common areas, or where 6 ft distancing is not possible

3. **Workspaces reconfigured** to maintain appropriate distancing

4. **Visual signage** posted throughout facility regarding hygiene, social distancing, PPE, and more

5. Small, **high-traffic common areas closed** to avoid large gatherings

6. **Sanitation stations** readily available for employee and customer use

- Recommended guidance -

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Social distancing

Encourage social distancing >6ft in common areas (e.g., lobbies, hallways, elevators)

- Limit the number of employees returning to work
- If possible, vary start and stop times for those returning to work to promote social distancing conditions

Gathering size

Limit the use of common areas where large gatherings may occur

- Limit gatherings of occupants in cafeterias, meetings rooms, tenant lounges, and other gathering points
- Limit capacity for all indoor spaces, including tenant spaces
- Close all gathering areas where social distancing cannot be achieved
- **CLICK HERE to view more specific Commercial Building Phase IV capacity restrictions**

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Protective gear

Require face coverings in common spaces and high-traffic areas

- In any outdoor and indoor common spaces, face coverings must be worn over nose and mouth (exceptions can be made for people with medical conditions or disabilities that prevent them from safely wearing a face covering)

Hygiene req's

Provide hand sanitizer at ingress and egress points, where possible

- Provide hand sanitizer at a minimum of one location in the main lobby of the building; employers required to provide hand sanitizer at a minimum of one location at the main entry of the tenant suite
- Encourage employees to complete health and safety training related to COVID-19 when returning to work

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Safe spaces and working conditions

Gradually Resume
(Phase IV)

Entry Access

Evaluate ingress and egress points to maximize social distancing and limit physical contact

- Where practical, use contactless building check-in or verification
- Access to fitness centers and other building amenities shall be available in accordance with the relevant industry guidelines (e.g., Health and Fitness Guidelines for fitness centers)
- Optimize elevator occupancy, utilize floor markings and/or signage, and minimize the size of gatherings in elevator lobbies and other public areas when practicable. Consider additional options for visitors, such as making service elevators available to more vulnerable populations (where possible). As noted under "Protective gear" above, face coverings must be worn in any indoor common spaces (e.g., in elevators or elevator lobbies).
- Make building stairwells available, subject to applicable fire and life safety codes and security considerations
- Prior to leaving home, all individuals encouraged to self-identify symptoms and stay at home if symptomatic
- Prior to entering establishment, employees self-screen to ensure no symptoms of COVID-19 (e.g., questionnaire – see appendix)

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Safe spaces and working conditions

Gradually Resume
(Phase IV)

Cleaning standards

Clean daily and more frequently in high-traffic areas

- Frequently clean high-touch surfaces and high-traffic common areas
- Follow CDC guidelines for cleaning and disinfection of all premises under tenant's control, in the event of a confirmed COVID-19 case

Visual guidance

Provide signage at any entry/exit points and any other high-traffic common areas

- Post visual guidance from buildings and tenants to promote social distancing, CDC guidelines, and traffic patterns that promote social distancing

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Safe spaces and working conditions

Gradually Resume
(Phase IV)

Workplace

Promote simplified workplace conditions to minimize contact between people

- Promote work-from-home, when possible
- Where possible, encourage the use of work-spaces and traffic flow that follow CDC guidelines for social distancing
- If possible, ensure employee population is no greater than the amount necessary to adhere to social distancing requirements
- Where social distancing cannot be achieved, consider office re-configuration, which may include installation of physical barriers (such as plexiglass dividers or partitions between work stations)
- Consider removing, disabling, or spacing furniture, fixtures, and other infrastructure elements in high density environments (including shared workspaces)
- Follow CDC guidelines for air flow and ventilation

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Flexible models

Provide ample opportunities for flexible working models, where appropriate

- Encourage adoption of flexible working models, including work from home strategies and partial-capacity office densities
- Encourage adoption of phased workdays/workweeks to reduce in-office space occupancy
- Maintain a phased return to workplace plan, including defining a percentage of workplace occupants that are able to return in each phase
- Share workplace models with building management

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Operation resiliency

Remove personal contact by limiting furniture use in common areas

- Consider minimizing in-the-workplace staffing volumes and staffing overlap via flexible/phased scheduling, in-office employee traffic routing, and physical safeguarding infrastructure
- Minimize human contact for mail and package distribution (while limiting impact to chain of control/custody practices), and if available, provide proper PPE to employees handling mail
- Promote consistent messaging across landlord and tenant signage

Travel guidelines

Promote cautious use of public transportation and travel

- Encourage cautious travel via public mass transit systems, including publicly accessible airports and train stations, with full adoption of social distancing and required PPE

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Testing/ Tracking

Follow CDPH and CDC guidance for testing and tracing protocols

- If employee does contract COVID-19, they must follow all CDC guidelines before returning to work
- If an employee is identified as being COVID-19 positive by testing, cleaning and disinfecting must be performed according to CDC guidelines
- Any employee who has had close contact with a co-worker or any other person who is diagnosed with COVID-19 should self quarantine according to CDC guidelines
- If a facility becomes aware of 2 or more cases possibly associated with an employer over a 14 day period, employers are required to report cases to CDPH
- Follow all other CDPH guidance set forth and comply with CDPH recommendations in response to a workplace outbreak

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Glossary

Gathering: A group of individuals outside a single household who are part of a spontaneous or planned event convening for more than ten minutes

Handwashing: The act of thoroughly cleaning one's hands with soap and water for at least 20 seconds or using a disinfectant capable of eliminating the virus that causes COVID-19

Social distancing: The physical spacing of at least six feet between individuals, or groups of individuals.

PPE: Personal protective equipment (e.g., face coverings, goggles, face shields); requirements vary based on industry and specific circumstances

Self-screening sample questionnaire

Self-screening: A protocol by which an employee answers questions at the start of a shift. Subject to the guidance of the Commissioner of Health, the questions may include:

- Have you had a body temperature over 100 degrees Fahrenheit or have you used a fever reducer in the previous 24 hours to treat a body temperature over 100 degrees Fahrenheit?
- Do you have a new cough that you cannot attribute to another health condition?
- Do you have a new or worsening sore throat that you cannot attribute to another health condition?
- Do you have new shortness of breath that you cannot attribute to another health condition?
- Have you recently developed a complete loss of smell or taste?

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National resources for further guidance

General workplace guidance

CDC – *Activities and Initiatives Supporting the COVID-19 Response and the President's Plan for Opening America Up Again*: https://www.cdc.gov/coronavirus/2019-ncov/downloads/php/CDC-Activities-Initiatives-for-COVID-19-Response.pdf

CDC – *Guidance for Businesses and Workplaces* https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html

OSHA *Guidance on Preparing Workplaces for COVID-19*: https://www.osha.gov/Publications/OSHA3990.pdf

Office guidance

Building Owners and Managers Association International – *BOMA International's Coronavirus Resource Center*: https://www.boma.org/coronavirus

National Association of Realtors – *Coronavirus: A Guide for Realtors*: https://www.nar.realtor/coronavirus-a-guide-for-realtors

JLL – *COVID 19 Resources for Real Estate*: https://www.us.jll.com/en/coronavirus-resources

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